

Vacancy Announcement Number 09-0036

Position: 1101498 – HR Administrative Clerk (temporary position)
- FSN-6, FP-8*
Open to: All interested Candidates
Opening Date: April 17, 2009 **Closing Date:** April 30, 2009
Work Hours: Full-time: 40 hours per week
Position Grade: Ordinarily Resident: FSN-6 (RUB 493,849+bonus RUB 25,800 p.a.-starting salary)
AEFM/MOH/NOR: FP-8 (position grade to be confirmed by Washington)
Length of hire: May 8, 2010

NOTE: ALL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS (TEMPORARY OR PERMANENT) TO BE ELIGIBLE FOR CONSIDERATION. NON-RESIDENT APPLICANTS MUST PROVIDE DOCUMENTATION WITH THEIR APPLICATION THAT DEMONSTRATES THAT THEY HAVE THE RIGHT TO LEGALLY LIVE AND WORK IN THE RUSSIAN FEDERATION.

The U.S. Embassy in Moscow is seeking an individual for the temporary position of the HR Administrative Clerk in the Human Resources Section.

BASIC FUNCTION OF THE POSITION:

The position is responsible for providing administrative assistance to the three units of the Human Resources Program at the U.S. Embassy in Moscow. Provides procedural guidance to American Employees in the field of Russian visa issuance and accreditation/registration process and to Foreign National employees regarding LES employment program. Provides administrative support to the HR assistants, visa awards and training coordinators.

(A copy of the complete position description listing all duties and responsibilities is available in the HR Office. Contact Irina Kamenskaya, 728 5000 ext. 4693)

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item – this is in addition to the sending of a CV/Resume.

1. At least 2 years of college education is required.
2. One year experience as an Administrative Assistant is required.
3. Level IV (Fluent) proficiency in both English and Russian is required (will be tested).
4. Thorough knowledge of general office procedures, basic knowledge of Administrative and HR Regulations is required.
5. Typing skills and skills in using Word, Excel, PowerPoint and Access are required. Ability to draft memoranda or other routine documents in a clear, concise and grammatically correct manner is required. Must be able to communicate with employees and outside contacts of all levels.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members and those with U.S. Veterans preference will be given hiring priority consideration. Therefore, it is essential that all candidates **address the required qualifications** above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and visa status in determining successful candidacy
2. Current employees serving a probationary period are not eligible to apply.
3. Must be able to obtain and hold a security clearance.
4. Currently employed US Citizen EFMs, who hold a FMA appointment, and currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. AEFMs and FM/NOHs on the travel orders of a Foreign Service, Civil Service, or Military Officer permanently assigned to post and under Chief of Mission authority are not required to obtain work permits or visas for employment within a U.S. Foreign Service post in Russia.
6. Under the Russian law on citizenship, dual citizenship is not recognized by the Government of Russia (GOR) unless a bilateral agreement exists; one does not exist between the GOR and the USG. (Bilateral agreements on dual nationality do exist between Russia and Tajikistan) Employees and/or Appointment Eligible Family Members (AEFMs) who may have dual citizenship should advise the Human Resources Office before applying for any jobs at the Embassy or at the Consulates General.

TO APPLY

Interested candidates for this position should submit the following documents in English:

- A. Note the position applying for
- B. Application for Federal Employment (SF-171 or OF-612); or
- C. A current resume that addresses the qualifications for skills and abilities. In order to be considered, applicants must submit a narrative statement on a separate page with specific responses to each of the required qualifications in this announcement.
- D. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- E. Documentation (essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

Fax: 7-095-728 5105; Email: moscowhr@state.gov

Preferred way of sending resumes is on-line.

POINT OF CONTACT

Irina Kamenskaya, Phone: 728 500 (ext. 4693)

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: April 30, 2009

The US Mission in Russia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.